



### **PCC Week Presenter Responsibilities:**

- ✓ For message consistency, Headquarters speakers are being asked to use supplied PowerPoint presentation.
- ✓ The following are recommendations to help you prepare for your PCC event presentation:
  1. Preview the PMG taped message. This will help you be prepared with the program contents.
  2. Review the PowerPoint presentation. The PowerPoint should not be changed. This includes adding and/or deleting slides.
  3. Review the customized PCC event briefing sheet supplied by Industry Engagement and Outreach, Consumer and Industry Affairs. This gives you all the information that you need about the PCC that you are visiting: anticipated audience size, awards that the local PCC has received and the names of local PCC leaders.
  4. Contact the local PCC event coordinator prior to your trip to obtain any updated information regarding the day's events and attendees. His or her name is on your event information sheet.
  5. Visit the PCC Microsite listed below to get the following information:  
<http://about.usps.com/what-we-are-doing/pcc-week/welcome.htm>